



ATENEO DE DAVAO UNIVERSITY

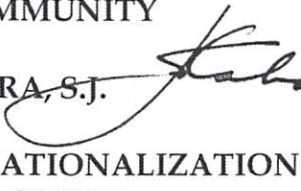
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In Consortium with Ateneo de Zamboanga University and Xavier University

Office of the President

Memorandum No. 2019-073
22 June 2019

PLEASE POST

MEMO TO: UNIVERSITY COMMUNITY
FROM: FR. JOEL E. TABORA, S.J. 
RE: ATENEO INTERNATIONALIZATION
FOR MINDANAO OFFICE

At the recommendation and endorsement of the President's Council, I hereby establish *Ateneo Internationalization for Mindanao Office* (AIM Office). The Ateneo Internationalization for Mindanao (AIM) Office is an office directly reporting to the University President. Its objective is to assist in the development and implementation of the international activities of the faculty, staff, and students of the Ateneo de Davao University in service to Mindanao. This involves providing support and feedback to the University management on faculty, staff, and student mobility. It shall promote the strategic internationalization of the curriculum through the promotion and integration of education abroad experience across the university and the development of international curriculum in targeted areas. It shall also increase international research and faculty development through the promotion and support for international faculty development activities and study abroad programs for faculty and staff. The AIM Office shall also expand international community outreach activities through the promotion of interaction between international students, visiting scholars, and international faculty and host communities.

To attain these strategic priorities, it shall seek to achieve uniformity and consistency in developing, processing and implementing international partnership agreements, establish parameters for Ateneo de Davao University international linkages and partnerships, provide guidance and reference to templates and create a process to ensure timely and efficient processing of international partnership agreements.

AIM Office Functions and Responsibilities

1. Implements the strategic plan on internationalization as it affects faculty, staff and students.
2. Monitors, records, and periodically reports on past and potential agreements.

3. Participates in the preparation, review, finalization and signing of Memoranda of Agreement and/or Understanding as well as follows-up and coordinates implementation of programs.
4. Coordinates with the Philippine Department of Foreign Affairs and foreign embassies regarding cultural exchanges, scholarships, fellowships, research associateships, donations, etc.
5. Coordinates visits of foreign delegations and academic officials as well as representatives of foreign funding agencies.
6. Represents the President in meetings pertinent to the Internationalization of ADDU for Mindanao.
7. Coordinates with appropriate offices, centers or institutes of Ateneo de Davao University on international linkage programs.

Coordinates with: EVP, VPF, VPQAP, AVP, Unit Heads, URC, UCEAC, HRMDO

I hereby appoint:

MR. ROMULO VINCI R. BUEZA

As **Director** of the *Ateneo Internationalization for Mindanao Office*
Effective **22 June 2019** until **31 May 2022**.

For your information and guidance.

